

TOWN OF EAST WINDSOR

JOB DESCRIPTION

DEPARTMENT: SENIOR CENTER

TITLE: PART- TIME SENIOR CENTER TRANSPORTATION DRIVER

POSITION GOAL:

Transporting elderly and handicapped residents as dispatched by the Senior Center Transportation Coordinator. Reports to the Director of Social Services

PRIMARY DUTIES:

- The driver must do a daily safety check on the vehicle that is assigned to them, in the allotted 15 minutes before departure and report and document on their daily trip sheet any maintenance problems.
- The driver reports to the Senior Center Transportation Coordinator each afternoon to receive instructions regarding his/her route for the following day.
- Each day, the driver is responsible for keeping accurate records of the following: destination, time, mileage, passengers, gas usage, any problems with passengers or vehicles and shall refuel vehicle daily. At the end of each day the driver will also ensure that the vehicle is reasonably clean. All drivers are responsible for the cleanliness of the vehicles, both inside and out.
- The driver must handle any emergencies that occur on his/her route and establish work priorities to fit the schedule.
- While on duty, it is the driver's responsibility to maintain communication with the Coordinator before leaving the vehicle and to keep the Coordinator advised on location, progress and report any changes in schedule.
- Performs Center related duties when not driving vehicle including assisting with senior needs, answering phones, performing errands and kitchen assistance.
- Driver's hours and schedule are very flexible to meet the needs of the Center and the seniors.

ADDITIONAL DUTIES:

- Delivery of Meals-On-Wheels is required when a volunteer is not available.
- The Driver is required to provide assistance and/or function as a trip leader on scheduled Center trips.
- The above duties describe the most significant duties performed and are not to be considered a detailed description of every duty that is required of the position.
- Other Senior Center related duties may be assigned.

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SUPERVISED BY:

The driver will receive oral and/or written direction from the Senior Center Transportation Coordinator in regard to daily duties and reports directly to the Director of Social Services.

QUALIFICATIONS PROFILE:

- High School diploma or GED equivalent.
- A good working relationship with team members, older adults, handicapped individuals and the general public are important requirements, along with a compassionate understanding of the aging process and elderly needs. Must have the good oral and written communication skills.
- Must be mature, physically fit, have the ability to establish daily priorities, to work under minimum supervision and must be extremely flexible to changes in work schedules.
- The driver must be available for mandatory random drug testing in accordance with Department of Transportation regulations.
- Must be a competent driver, able to operate vans and buses in accordance with all safety and highway rules and laws.

LICENSE AND CERTIFICATION:

Driver must have and renew yearly, a valid Connecticut Motor Vehicle Operator's license and public Service License and must have a current Commercial Drivers License (CDL) with appropriate endorsements. CPR is recommended.